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MANPOWER

Basic

Senior

Master

CAREER FIELD
EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
MANPOWER SPECIALTY
AFSC 3U0X1

Table of Contents

PART I
Preface..... 1

Abbreviations/Terms Explained..... 2

Section A, General Information..... 6
Purpose of the CFETP
Use of the CFETP
Coordination and Approval of the CFETP

Section B, Career Field Progression and Information..... 7
Specialty Description
Skill/Career Progression
- Apprentice Level (3)
- Journeyman Level (5)
- Craftsman Level (7)
- Superintendent Level (9)

Training Decisions.
Community College of the Air Force
Career Field Path

Section C, Skill Level Training Requirements..... 13
Purpose
Specialty Qualification.
- Apprentice Level (3)
- Journeyman Level (5)
- Craftsman Level (7)
- Superintendent Level (9)

Section D, Resource Constraints..... 17

Section E, Transitional Training Guide..... 17

PART II

Section A, Specialty Training Standard…….. 18

Section B, Course Objective List…… 36

Section C, Support Material…… 40

Section D, Training Course Index……... 40

Section E, MAJCOM Unique Requirements…….. 41

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MANPOWER SPECIALTY
AFSC 3U0X1
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. ***NOTE****:* Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints such as funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SrA through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements; Section C identifies available support materials. An example is a Qualification Training Package (QTP, which may be developed to support proficiency training). These packages are identified in AFIND 8, *Numerical Index of Specialized Education/Training Publications;* Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS and TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Advanced Distributed Learning (ADL). The purpose of the ADL initiative is to ensure that students can access high-quality education and training materials that can be a) tailored to individual learner needs, and b) made available whenever and wherever they are required.

Air Force Career Field Manager (AFCFM). Functional community manager for all matters related to training and utilization of individuals within an Air Force Specialty Code (AFSC).

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Airman Leadership School (ALS). The first of three career enhancement, professional military education formal training courses teaching leadership and management principles.

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency, which can be, achieved on specified performance requirements.

Career Development Course (CDC). Independent knowledge training materials mandatory for career progression and award of a 5-skill level.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Community College of the Air Force (CCAF). An accredited institution where Air Force personnel can earn an associate degree for the military training they receive.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. Tasks the AFCFM identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

Distance Learning (DL). Includes video teleseminar (VTS), video teletraining (VTT), web-based courses and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Graduate Assessment Survey (GAS). A survey sent from the technical training school to supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course/program in meeting established training requirements.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course which results in award of the entry level.

Job Qualification Standard (JQS). The STS becomes a JQS for OJT when placed in an AF Form 623, *On-The-Job Training Record*, and is used according to AFI 36-2201.

MAJCOM Functional Manager (MFM). Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

Noncommissioned Officer Academy (NCOA). The second of three career enhancement professional military education formal training courses, teaching leadership and management principles.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Professional Military Education (PME). Professional enhancement formal training, periodically attended throughout one's Air Force career, with a focus on leadership and management principles.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Refer to the AFMIA Web Page for available training packages and courses.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Senior Noncommissioned Officer Academy (SNCOA). The third of three career enhancement professional military education formal training courses, teaching leadership and management principles.

Skills Training. A formal course that results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). Mandatory training which leads to the attainment of a higher level of proficiency.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the 3-skill level awarding AFS specific training an individual receives upon retraining into the Manpower Specialty through successful completion of the formal Manpower Apprentice Course at Keesler AFB MS. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. The training program design is to provide the performance skills/knowledge required on the job. Advanced training is formal specialty training used to increase proficiency of selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The purposes of a CFETP include:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Use of the CFETP. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM unique training to support this AFSC must be listed in the CFETP Part II.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the CFETP approval authority. MFMs will identify and coordinate with the AFCFM, HQ USAF/XPM, and AETC Training Managers on career field training requirements. The AETC Training Manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the courses listed in the CFETP Part II they will eliminate duplicate training.

Section B - Career Field Progression and Information

4. Specialty Description. The Manpower Career Field encompasses manpower and organization activities, with core competencies in organization structure, manpower requirements determination, program allocation and control, and performance management. These include developing and maintaining various organizational structures, manpower standards; analysis of methods, procedures, manning authorizations, manpower use, military-civilian mix, manpower force elements, peacetime and wartime requirements; contingency for management; operational planning and execution, contractual services, process improvement, productivity enhancement, benchmarking, reengineering, consulting services, and using various data systems. The following is a complete listing of AFSCs for the Manpower Career Field.

CEM Code 3U000
AFSC 3U091, Superintendent
AFSC 3U071, Craftsman
AFSC 3U051, Journeyman
AFSC 3U031, Apprentice
AFSC 3U011, Helper

4.1. Specialty Summary. Performs core competencies in organization structure, manpower requirements determination, program allocation and control, and performance management. Manages manpower and organization (MO) functions including Air Force organization structure; organizational and manpower standards; manpower resources, military grades, manpower data systems, and peacetime and wartime manpower requirements and utilization; A-76 commercial activities and competitive sourcing and privatization studies. Manages process reengineering, continuous improvement initiatives, and management consulting services. Supports operational planning and execution. Related DoD Occupational Subgroup: 500.

4.2. Duties and Responsibilities.

4.2.1. Evaluates Air Force organization structures for effectiveness and efficiency. Studies organization's mission, structure, and workload. Performs organizational analysis and develops organization change requests. Prepares organization and functional charts. Prepares organization orders.

4.2.2. Develops and maintains standardized Air Force organizational structures and manpower standards. Coordinates with staff agencies and assists management with study implementation. Applies

organization and manpower standards, analyzes impact, and revises manpower documents. Conducts reengineering studies to define defendable manpower requirements, building statistical equations to meet future programming needs. Manages and conducts A-76 commercial activities and competitive sourcing and privatization studies including development of statements of work, most efficient organizations, and cost comparisons. Establishes and maintains manpower readiness and force management to include maintaining operating the MANPER computer system. Performs manpower wartime support for operational, contingency and exercise planning and execution. Participates in mobility planning and the manpower and personnel readiness team or center. Participates in total assessment to define in-place and deployment requirements. Correlates status of resources and training system data to unit manpower data. Evaluates and approves unit type code changes. Conducts operational theater and overseas manpower requirements reviews. Provides analysis and recommendations on resource augmentation duty requirements. Reviews and develops manpower annexes for support agreements.

4.2.3. Allocates and controls position mix among military, civilian, and contract personnel to ensure mission accomplishment and most efficient and effective use of resources. Allocates military grades according to directives. Develops and applies programming factors and functions estimating equations. Maintains manpower allocations with troop strength ceilings or floors and mandates. Prepares, tracks, and manages manpower allocations. Designs, operates, and maintains manpower data systems at base, major command (MAJCOM), or Headquarters USAF. Develops and prepares manpower change documents. Prepares and maintains manpower reports and data extracts.

4.2.4. Manages performance through planning, designing, advising, and facilitating organizational and functional process improvement through integrated process teams, benchmarking, process mapping, work measurement, modern business practices, metric development for manpower requirements, performance measurement, and organizational design. Plans, organizes, and directs manpower activities for conducting management consulting services, to include operations research, systems and procedures analysis, workload essentiality, work distribution and work flow, skill mix, work methods and simplification, layout analysis, benchmarking, and work measurement and analysis. Designs methods and tailors consultation to improve organizational performance. Uses industrial engineering and computer techniques to facilitate work measurement and process improvement. Measures and analyzes organizational systems performance including data collection and analysis, metric development, system effectiveness surveys, and forecasting system performance. Facilitates in developing short and long term goals and strategies relating to performance management. Designs systems with focus on effectiveness and efficiency. Assists organizations participating in, and benefiting from, Air Force productivity enhancement programs, to include to Innovative Development Through Employee Awareness (IDEA) and Productivity Enhancing Capital Investment (PECI) programs

5. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure that each individual receives viable training at appropriate points in their career. The following narrative, and the AFSC 3U0X1 career field flowcharts define required training and identify the training career path.

5.1. Apprentice (3) Level. Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course (E3ALR3U031 003, PDS Code 5B1) located at Keesler AFB MS. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of a training requirements analysis, and AFSC 3U0X1 Subject Matter Expert (SME) input. Task and knowledge training requirements are identified and validated in the STS, Part II, Sections A and B. Individuals must complete the initial skills course to be awarded AFSC 3U031.

5.2. Journeyman (5) Level. Upgrade training to the 5-skill level in this specialty consists of completing all STS core tasks for the assigned position, and the 5-level Career Development Course (CDC). Once upgraded to the 5-skill level, a journeyman will enter into continuation training to broaden their experience base. Individuals will attend the Airman Leadership School (ALS) after having 48 months in the Air Force. Individuals will use their CDCs to prepare for testing under WAPS. They should also consider continuing their education toward a CCAF degree.

5.3. Craftsman (7) Level. Upgrade training to the 7-skill level in this specialty consists of completing all STS core tasks for the assigned position, and taking the craftsman course (E6ACS3U071 000, PDS Code MQO) provided through Advanced Distributive Learning (ADL) (web-based training). Continued academic education through CCAF and higher degree programs is encouraged. In addition, when promoted to TSgt, individuals will attend the Noncommissioned Officer Academy.

5.4. Superintendent (9) Level. To be awarded AFSC 3U091, an individual must be a SMSgt, and satisfy all duty position training requirements. A 9-skill level can be expected to fill positions such as flight chief, production supervisor, and various staff NCOIC jobs. Additional training in the area of budget, manpower, resources and personnel management should be pursued through continuing education. Individuals promoted to SMSgt will attend the Senior Noncommissioned Officer Academy. Additional education and completion of courses outside of their career field are also recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Manpower career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

6.1. Initial Skills Training. The initial skills course was revised to provide training needed to prepare graduates for manpower related positions.

6.2. Five-Skill Level Training. The Manpower Career Development Course (CDC), reinforces and expands on the initial skills taught in the apprentice course, while working on-the-job.

6.3. Seven-Skill Level Training. The Craftsman ADL Course expands on the individual's working knowledge in the Manpower Career Field.

6.4. Proficiency Training. This training is job qualification and consists of completing all identified core tasks for their assigned duty position. Additional qualification training (QT) becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time any techniques, procedures, or a need for increased productivity occurs.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification. All are transcribed on the CCAF transcript.

7.3. Degree Requirements. The journeyman 5-skill level must be held at the time of program completion. Upon completion of basic military training and assignment to an Air Force specialty field, active duty, ANG, and AFRES enlisted members may be placed in the degree program designed for their career field. The following is an example of the degree requirements:

DEGREE PROGRAM: Human Resource Management Occupational Specialties include 3S0X1, 3U0X1, 8F000, 8R000.

Overall Requirements	**Semester Hours**
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
Total	64

7.3.1. Technical Education (24 Semester Hours). A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical core/technical Elective subjects/courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance. See Technical Education Requirement in the current course catalog at the CCAF web site (http://www.au.af.mil/au/ccaf).

7.3.2. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours). Professional military education, civilian management courses. Credit may also be obtained through CLEP/DANTES testing.

7.3.3. Physical Education (4 Semester Hours). This requirement is satisfied by completion of basic military training.

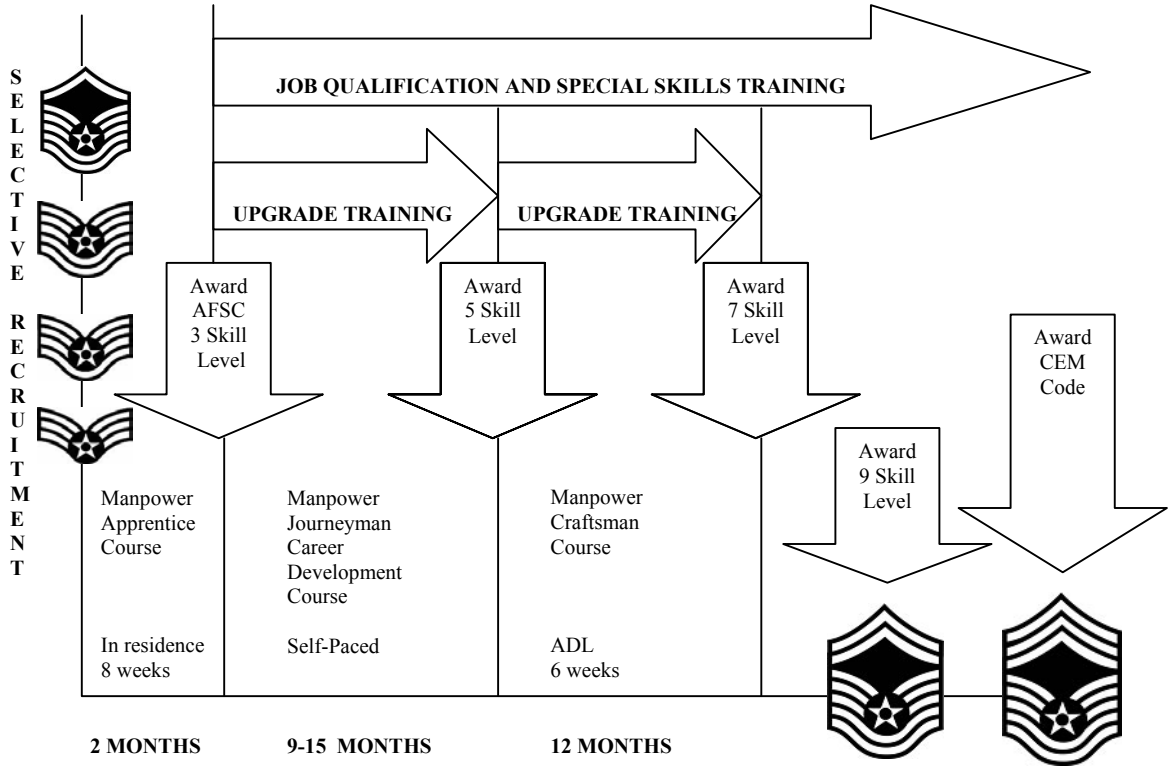
7.3.4. General Education (15 Semester Hours). Applicable courses must meet the criteria for application of courses to the General Education Requirement (GER) and agree with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.3.5. Program Elective (15 Semester Hours): Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through Defense Language Proficiency Test; maximum 6 SHs of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

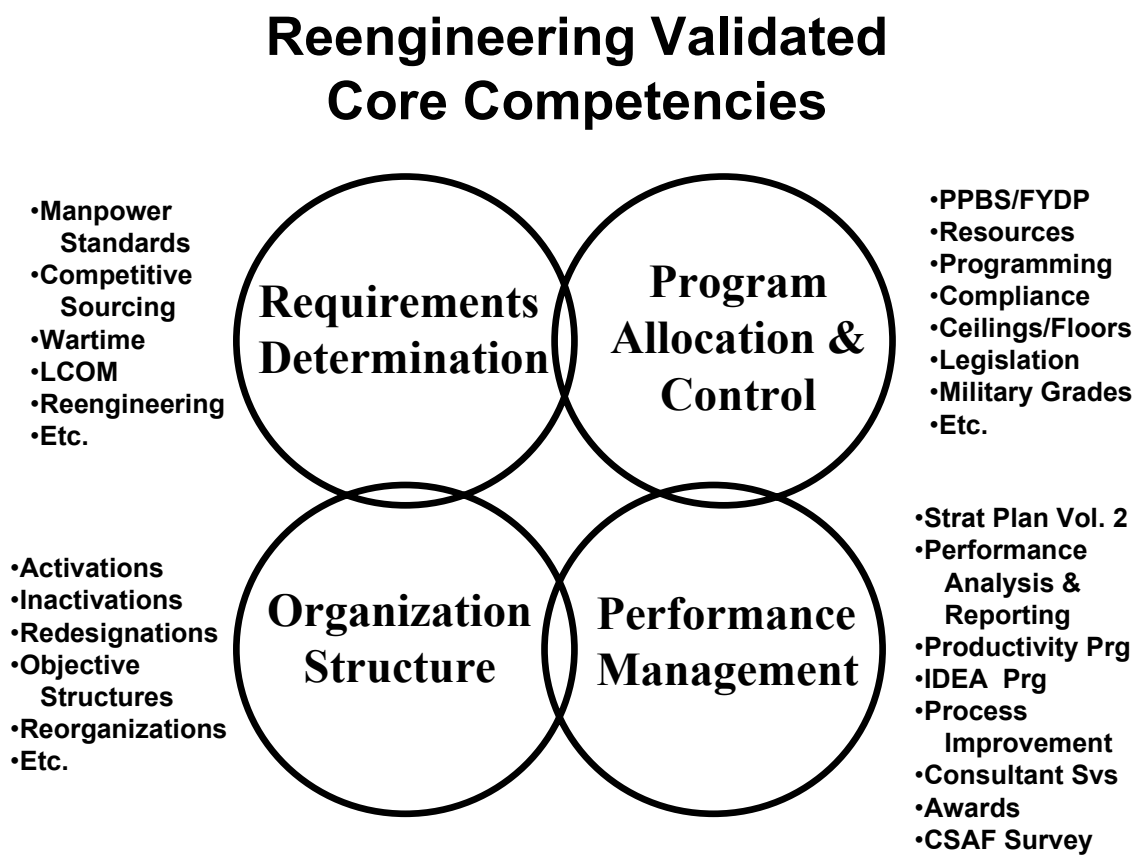
8. Career Field Path

8.1. Manpower Life Cycle Training



8.1.1. The Manpower training cycle is different from most other specialties due to being a lateral career field. In addition to retraining in personnel from different year groups, recruiting and retraining within different grades compound the challenge of charting a by-year/by-grade progression in this specialty. The above chart is provided only as an overview of a typical training cycle with consideration for Manpower's uniqueness.

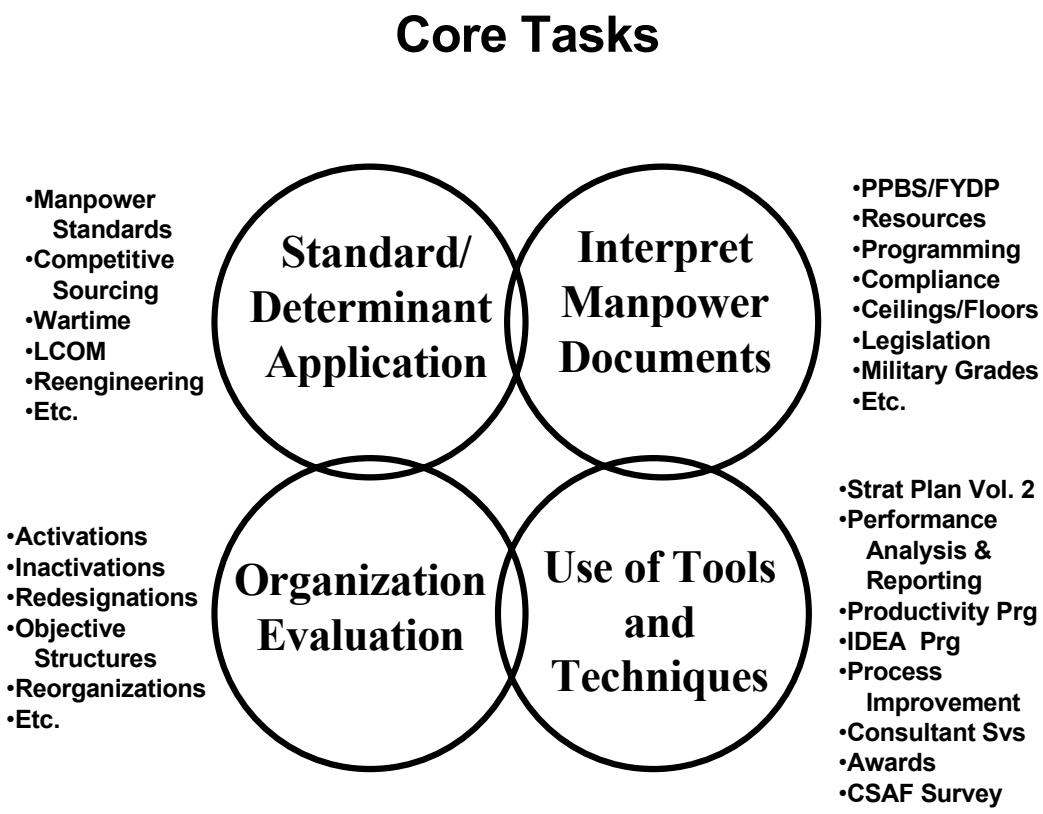
8.2. Manpower and Organization Core Competencies



8.2.1. The Manpower and Organization function is structured around 4 core competencies: Requirements Determination, Program Allocation and Control, Organization Structure and Performance Management. These competencies were established during the Manpower's functional reengineering effort. A well rounded training program should introduce and utilize Manpower personnel in as many of theses competencies as possible over a period of time.

8.2.2. The Specialty Training Standard (STS) is organized to reflect these competencies and includes supporting processes, tasks and subject areas. Due to the diverse skills offered by this specialty, an individual may perform only a few of these at a particular duty assignment. The objective of a sound individual development training plan is to expose personnel to as many areas of this specialty through job rotation and different levels of assignment.

8.2.3. Core Tasks



8.2.3.1. Core tasks identified in the STS are intended to ensure the technician has an overarching understanding of the core competencies outlined above and throughout the STS. In doing so, a task from each area is identified which best exemplifies that particular competency. Like previous core task documentation requirements, once certified during upgrade training, supervisors are required to readdress these items as an individual's duty position and responsibilities change. For upgrade training requirements, the supervisor will determine at what level and at what depth the core task should be covered for certification. That determination should be documented appropriately in the individuals training record. This approach is possible since all tasks are covered during initial skills training and the actual duty location must determine the level of additional training.

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification Requirements:

10.1. Apprentice Level Training:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge is mandatory of Air Force MO policies, methods, and procedures for organizational development; consultation, facilitation and benchmarking; productivity enhancement; survey techniques, process improvement, performance measures development, and costing analysis; principles of industrial engineering techniques and procedures; officer and airman classification procedures; manpower allocation processes; manpower readiness and force management; automated data processing system operations and utilization; and organization analysis, structures, and missions.

10.1.1.2. Education. For entry into this specialty, completion of high school or general education development equivalency, with courses in mathematics including algebra or demonstrated algebra proficiency (proficiency in algebra must be current), is mandatory.

10.1.1.3. Training. For award of AFSC 3U031, completion of the basic Manpower Apprentice course is mandatory.

10.1.1.4. **Experience.** Proficiency with computer desktop applications (word processing, spreadsheet, presentation, database management) is highly desirable.

10.1.1.5. Other. Prior qualifications in any AFSC at the 5-skill level or higher (or 3-skill level, if no 5-skill level exists), Senior Airman (E-4) or higher, the ability to speak clearly and distinctly, the ability to write and communicate effectively, and current proficiency in algebra and statistics are mandatory for entry into and retention of this specialty. Ability to operate word processing and data automation equipment is desirable. Mandatory General ASVB of 64.

10.1.1.6. Training Sources. Completion of the AETC Manpower Apprentice Course (E3ALR3U031 003, PDS Code 5BI), Keesler AFB MS satisfies the knowledge and training requirements specified in the training section (above) for award of the 3-skill level. Part II of this CFETP identifies all the knowledge and tasks, with their respective standards.

10.1.1.7. Implementation. Entry into training is accomplished by approved retraining from any AFSC at the 5-skill level or higher (or 3-skill level, if no 5-skill level exists); must be a SrA (E-4) or higher, and be interviewed by an officer, senior NCO, or equivalent civilian. After graduation, job QT starts when an individual is assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties they are not qualified to perform.

10.2. Journeyman Level Training:

10.2.1. Specialty Qualification.

10.2.1.1. Knowledge. . Knowledge is mandatory of Air Force MO policies, methods, and procedures for organizational development; consultation, facilitation and benchmarking; productivity enhancement;

survey techniques, process improvement, performance measures development, and costing analysis; principles of industrial engineering techniques and procedures; officer and airman classification procedures; manpower allocation processes; manpower readiness and force management; automated data processing system operations and utilization; and organization analysis, structures, and missions.

10.2.1.2. Education. Additional off-duty education is a personal choice encouraged for all.

10.2.1.3. Training. For the award of AFSC 3U051, completion of the 5-skill level Career Development Course (CDC) and completion of the duty position training requirements is mandatory.

10.2.1.4. Experience. Qualification in and possession of AFSC 3U031, 15 months OJT plus experience in performing functions such as evaluating operational methods and procedures; workload measurement; process improvement and system performance; costing analysis; assisting in developing organizational and process standards; determining manpower requirements; accomplishing contingency force management; or analyzing organizational structures.

10.2.1.5. Other. N/A

10.2.1.6. Training Sources. Completion of the 5-skill level Career Development Course (CDC) satisfies the knowledge and training requirements specified in the training section (above) for award of the 5-skill level. Part II of this CFETP identifies all the knowledge and tasks, with their respective standards.

10.2.1.7. Implementation. Entry into UGT is initiated when an individual possesses the 3-skill level and is in the grade of SrA or above. The 5-skill level is awarded when trainee completes the mandatory CDCs, applicable QTPs, all core tasks identified in part II of this CFETP and other duty position tasks identified by the individuals supervisor. QT is initiated anytime an individual is assigned duties they are not qualified to perform.

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification.

10.3.1.1. Knowledge. Knowledge of the following areas is mandatory: manpower management policies, methods, and procedures; organization structure, missions, and analysis; principles of industrial engineering techniques and procedures; quality and productivity enhancement techniques; management survey techniques; manpower allocation processes; officer and airman classification procedures; automated data processing system operation and utilization; interviewing and counseling techniques; leadership and supervision principles; task analysis procedures; effective writing and briefing skills; training program management; and application of communicative interpersonal skills.

10.3.1.2. Education. Additional off-duty education is a personal choice encouraged for all.

10.3.1.2. Training. For the award of AFSC 3U071, the following requirements must be satisfactorily completed: 12 months OJT, Manpower Craftsman ADL course (E6ACS3U071-000), and duty position training requirements.

10.3.1.3. Experience. Qualification in and possession of AFSC 3U051. Also, experience performing or supervising functions such as evaluating operational methods and procedures; facilitating and consulting organizational development and process improvement studies; analyzing and reengineering process improvement and system performance; costing analysis; developing organizational and process standards; determining manpower requirements; accomplishing contingency force management; or analyzing organizational structures.

10.3.1.4. Other. The grade of SSgt is mandatory for award of the 7-skill level.

10.3.2. Training Sources and Resources. The STS identifies all the tasks required for qualification. UGT and QT are provided by qualified trainers using available QTPs written for the duty position, program to be managed, or equipment to be used. QTPs are Air Force publications and are mandatory for use when available for a duty position, program or piece of equipment. They are obtained through normal publication channels. A list of training courses and QTPs is at Part II, Section B of this CFETP. Requests for qualified trainers will be directed to your base training manager.

10.3.3. Implementation. Entry into UGT is initiated when an individual possesses the 5-skill level and is in the grade of SSgt or above. QT is initiated anytime an individual is assigned duties they are not qualified to perform. Applicable QTPs and the 7-skill level course must be completed to be awarded the 7-skill level.

10.4. Superintendent Level Training:

10.4.1. Specialty Qualification.

10.4.1.1. Knowledge. Knowledge of the following areas is mandatory: Management, supervision and Manpower policies, methods, and procedures; organization, missions, and analysis; industrial engineering techniques and procedures; quality and productivity enhancement techniques; management survey techniques; manpower allocation processes; officer and airman classification procedures; automated data processing system operation and utilization; interviewing and counseling techniques; effective writing and briefing skills; training program management; application of communicative interpersonal skills; wartime and contingency planning; and administration management.

10.4.1.2. Education. Additional off-duty education is a personal choice encouraged for all.

10.4.1.3. Training. Completion of the duty position training requirements.

10.4.1.4. Experience. Qualification in and possession of AFSC 3U071 is required. Also, experience managing functions such as management engineering, productivity and organizational development studies; development and implementation of performance measures; determining manpower requirements; or organizing and implementing force management structures during contingencies

10.4.1.5. Other. The grade SMSgt is mandatory for award of the 9-skill level.

10.4.2. Training Sources/Resources. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs. QTPs are Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment. A list of training courses/QTPs is at Part II, Section B of this CFETP.

10.4.3. Implementation. A SMSgt, possesses a 7-skill level AFSC which is normal input source into 9-skill level AFSC, meets mandatory 9-skill level requirements in the specialty description in AFMAN 36-2108, and is recommended by supervisor

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training:

12.1. **Constraints.** With the current student training requirements (STR), classroom facilities, and manning levels there are no constraints.

13. Journeyman Level Training:

13.1. **Constraints.** There are no constraints for this training.

14. Craftsman Level Training:

14.1. Constraints. With the current STR and manning levels there are no constraints

Section E. Transitional Training Guide

15. There are currently no transition training requirements. *This area is reserved.*

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for training provided by AETC for 3-level classes entering 20021007 and graduating 20021203 for course E3ALR3U031 003 and for 7-level classes entering 20021001 for course E3ACS3U071 000. This STS will also be used to identify 5-level upgrade training requirements as of 1 Oct 2002.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Complete, Trainee Initials, and Supervisor/Trainer Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. ***NOTE:*** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. Certification Procedures. This STS is the primary source document for recording task certifications. Core tasks are identified by skill level through the U&TW process. These core tasks are the minimum qualification requirements for position qualification or skill level upgrade.

2.5.1.2. Position Qualification. Supervisors may defer core tasks for unique duty position qualification or task is not performed. Deferred core tasks must be identified in the unit's JQS master training plan.

Supervisors evaluate the need to train core tasks for position qualification each time an individual is assigned to a new duty position or duty location.

2.5.2. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and **current** task qualifications unless an AFJQS has been mandated. Transcribe qualifications in the following manner:

2.5.2.1. For those core and critical tasks previously certified and required in the current duty position, evaluate current **qualifications and** when verified, recertify using current date as completion date and enter trainee's and Supervisor/trainer's initials.

2.5.2.2. For non-core and non-critical tasks previously certified and required in the current duty position, **evaluate** current qualifications and when verified, recertify using current date as completion date. Enter trainee's and supervisor/trainer initials.

2.5.2.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only **the previous** completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.2.4. The person whose **initials** appear in the trainer block during the transcription process must meet the requirements of their respective role. Upon completion of the transcription process, give the old CFETP to the member.

2.5.2.5. Documenting Career Knowledge. For two-time CDC course exam failures: supervisors identify all STS items **corresponding** to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task trainer, and receives certification on the STS. ***NOTE:*** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.2.6. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification **when** using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.3. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.5.3.1. The training standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US*

Air Force Reenlistment, **Retention***, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. Recommendations. The Training Evaluation Office at Keesler AFB, MS, has a Training Feedback Hotline in which students and **the** field can ask questions or express concerns about formal training received. Their 24-hour Hotline number is DSN 597-4566 or commercial 228-377-4566. Fax number is DSN 597-3790 or commercial 228-377-3790. Email address is 81trg-tget@keesler.af.mil. Write to 81 TRG/TGET, 825 Hercules Street, Room 114, Keesler AFB, MS 39534-2037. Reference specific paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

RICHARD E. BROWN III
Lieutenant General, USAF
Deputy Chief of Staff, Personnel

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME *(Last, First, Middle Initial)*	INITIALS *(Written)*	SSAN
PRINTED NAME OF SUPERVISOR/TRAINER AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

EXPLANATIONS

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

\- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. MANPOWER OVERVIEW											
1.1.Duties of AFSC 3U0X1/38M1 TR: AFPD 38-1, AFPD 38-2, AFMAN 38-208, AFI 36-2105, AFI 36-2108						B			B	-	
1.2.Career Progression TR: CFETP Part I						B			B	-	
1.3.Recruiting for the Career Field TR: Recruiting Handbook						B			B	-	
1.4.USAF Manpower Awards for Professional Excellence TR: AFI 36-2832						-			B	-	
2. ORGANIZATION STRUCTURE											
2.1. Principles of Organization TR: AFPD 38-1, AFI 38-101, AFSC Pub 1						B			B	–	
2.2. Air Force Organization Structure TR: US Code Title 10, AFSP, AFDD 1, AFDD 2, AFPD 38-1, AFI 38-101,						B			B	–	
2.3. Organizational Evaluation TR: AFI 38-201, AFPD 38-5	*					B			B	–	
2.4. Identifying Organizational Changes TR: AFI 38-201, AFPD 38-5						B			B	C	
3. PROGRAM ALLOCATION AND CONTROL											
3.1. Planning Programming Budgeting Cycle TR: DODD 7045.14, DODI 7045.7, DOD 7045.7-H, AFPD 38-2, AFPD 16-5, AFPD 90-11, AFI 16-501, PPBS & AFCS Primer						A			A	A	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.2. Program Objective Memorandum (POM) TR: DODI 7045.7, DOD 7045.7-H, AFPD 90–11, PPBS & AFCS Primer						–			–	B	
3.3. Future Years Defense Program (FYDP) TR: DODD 7045.14, DODI 7045.7, DOD 7045.7-H, PPBS & AFCS Primer						A			A	A	
PROGRAM ALLOCATION AND CONTROL (Cont'd)											
3.4. FYDP Allocation Process TR: DODD 7045.14, DODI 7045.7, DOD 7045.7-H, AFI 38-204, AFPD 90-11, PPBS & AFCS Primer						–			–	B	
3.5. Current Requirement Table											
3.5.1. Authorization/FYDP Compare						–			–	B	
3.5.2. Implement Authorization Adjustments						–			–	b	
3.6. Programming Factors and Functional Estimating Equations											
3.6.1. Apply Programming Factors TR: AFMAN 38-208						–			b	b	
3.6.2. Develop Functional Estimating Equations TR: AFMAN 38-208						–			b	b	
3.7. Manpower Resource Management											
3.7.1. Military Grades and Skills TR: AFI 38-201						A			B	B	
3.7.2. Colonel Positions TR: AFI 38-201						A			A	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.7.3. Civilian Position Management TR: AFI 38-201						A			B	B	
3.7.4. Contract Manpower Equivalents (CME) TR: AFI 38-201						A			B	–	
3.7.5. Aircrew Requirements TR: AFI 38-201						A			B	–	
3.7.6. Individual Mobilization Augmentee (IMA) TR: AFI 38-201, AFI 38-204						A			A	–	
3.7.7. Guard and Reserve TR: AFI 38-201, AFI 38-204						A			A	–	
3.7.8. Program Element Code (PEC) TR: AFI 16-501, AFMAN 38-208						B			B	B	
3.7.9. Overseas Manpower Considerations TR: AFI 38-204						A			A	–	
3.7.10. Strength Ceilings/Floors and Mandates TR: US Code title 10, NDAA, DPG, APPG						A			-	–	
3.8. Manpower Data System (MDS)											
3.8.1. Database Structure and Attributes TR: AFCSM 38-142, Vol 2; Manpower Data Systems Tables Report; MO Chiefs Handbook						B			B	–	
3.8.2. Operate MDS TR: AFCSM 38-142, Vol 2						2b			B	2b	
3.8.3. Manpower Documents	*										
3.8.3.1. Interpret Unit Manpower Document (UMD) TR: MO Chiefs Handbook						2b			-	–	
3.8.3.2. Unit Manpower Document (UMD) TR: MO Chiefs Handbook						–			B	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.8.3.3. Interpret Change Notice TR: MO Chiefs Handbook						2b			-	–	
3.8.3.4. Change Notice TR: MO Chiefs Handbook						–			B	–	
3.8.4. Authorization Change Request (ACR)											
3.8.4.1. Evaluate ACR TR: MO Chiefs Handbook, Manpower Data Systems Table Report						b			c	–	
3.8.4.2. Build Manpower Project TR: AFCSM 38-142, Vol 2						2b			-	c	
4. REQUIREMENTS DETERMINATION											
4.1. Manpower Standards/Determinants											
4.1.1. Statistics											
4.1.1.1. Identifying Principles and Symbols TR: AFMAN 38-208						B			B	–	
4.1.1.2. Compute Measures of Central Tendencies TR: AFMAN 38-208						2b			c	–	
4.1.1.3. Compute Measures of Dispersion TR: AFMAN 38-208						2b			c	–	
4.1.1.4. Perform Correlation and Regression Analysis TR: AFMAN 38-208						2b			c	–	
4.1.1.5. Select Equation/Model TR: AFMAN 38-208						2b			b	–	
4.1.2. Standard/Determinant Development											
4.1.2.1.Methodology and Approach											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.1.2.1.1. Overview of Manpower Development Process TR: AFI 38-201, AFMAN 38-208						-			B	-	
4.1.2.1.2. Functional Familiarization TR: AFMAN 38-208						B			-	–	
4.1.2.1.3. Develop Project Plan TR: AFMAN 38-208						-			c	–	
4.1.2.1.3.1. Select Potential Workload Factors (PWLF) TR: AFMAN 38-208						b			b	–	
4.1.2.1.3.2. Select Workload Measurement Method TR: AFMAN 38-208						b			-	–	
4.1.2.1.4. AS-IS Model											
4.1.2.1.4.1. Prepare Process Oriented Description (POD) TR: AFMAN 38-208						2b			c	–	
4.1.2.1.4.2. Statement of Conditions (SOC) TR: AFMAN 38-208						B			-	–	
4.1.2.1.5. Opportunity Research TR: AFMAN 38-208						B			-	–	
4.1.2.1.6. Develop TO-BE Model TR: AFMAN 38-208						2b			-	–	
4.1.2.1.7. FIN-REP & Determinant Coordination TR: AFMAN 38-208						B			-	–	
4.1.2.1.8. Implement Manpower Determinant TR: AFI 38-201, AFMAN 38-208						2b			b	–	
4.1.2.1.9. Workshop Measurement Facilitation TR: AFMAN 38-208						B			B	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.1.2.1.10. Develop Manpower Table (MANTAB) TR: AFI 38-201, AFMAN 38-208						2b			c	–	
4.1.2.2. Unit Type Code (UTC)											
REQUIREMENTS DETERMINATION (Cont'd)											
4.1.2.2.1. Develop Unit Type Code (UTC) TR: AFI 10-401, AFI 38-205						-			b	-	
4.1.2.2.2 Develop Mission Capability Statement (MISCAP) TR: AFI 10-401, AFI 38-205						b			-	–	
4.1.2.2.3. Develop Manpower Force Element List (MFEL) TR: AFI 10-401, AFI 38-205						b			-	–	
4.1.3. Standard/Determinant Application	*										
4.1.3.1. Apply Equation/Model TR: AFI 38-201						2b			c	–	
4.1.3.2.Apply Man-Hour Availability Factor (MAF)/Overload Factor TR: AFI 38-201						2b			c	–	
4.1.3.3. Perform Impact Analysis TR: AFI 38-201						2b			-	–	
4.1.4. Variance Development TR: AFI 38-201, AFMAN 38-208						B			B	–	
4.1.5. Man-Hour Availability Factors Development TR: AFI 38-201, AFMAN 38-208						B			-	–	
4.2. Competitive Sourcing and Privatization						A			B	–	
4.3. AF Commercial Activities Program (AFCAP)											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.3.1. Program Overview TR: OMB Circular A-76, Supplemental Handbook to OMB Circular A-76, DODD 4100.15, DODI 4100.33, DOD 4100.XX-M, AFI 38-203						A			B	–	
4.3.2. Activity Determination Process TR: AFI 38-203						A			B	–	
4.3.3. Inventory, Review and Nomination Process TR: AFI 38-203						A			B	–	
4.3.4. Standard Cost Comparison/Direct Conversion TR: FAR, OMB Circular A-76, Supplemental Handbook to OMB Circular A-76, DODD 4100.15, DODI 4100.33, DOD 4100.XX-M, AFI 38-203, AFI 63-124						A			B	–	
4.3.5. Cost Comparison Management Steering Group TR: AFI 38-203						A			B	–	
4.3.6. Performance Work Statement and Quality Assurance Surveillance Plan TR: AFI 38-203, AFI 63-124						A			B	–	
4.3.7. Most Efficient Organization (MEO) and Contract Implementation TR: AFI 38-203						A			B	–	
4.3.8. Cost of Government In-House Performance/COMPARE TR: FAR, OMB Circular A-76, Supplemental Handbook to OMB Circular A-76, DODD 4100.15, DODI 4100.33, DOD 4100.XX-M, AFI 38-203						A			B	–	
4.3.9. Reporting/CAMIS TR: AFI 38-203						A			B	–	
4.4. Requirements Utilization											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.4.1. Interpret a Deployment Requirements Manning Document (DRMD)						2b			-	–	
4.4.2. Deployment Requirements Manning Document (DRMD) TR: AFI 10-403						–			B	–	
REQUIREMENTS DETERMINATION (Cont'd)											
4.4.3. Civilian Emergency Essential Program TR: AFI 10-201, AFI 10-403						A			B	–	
4.4.4. Resource Augmentation Duty (READY) Program TR: AFI 10-217						A			B	–	
4.5. Contingency Manpower Planning and Execution											
4.5.1. National Strategy Fundamentals TR: Joint Pub 3-0, AFDD 1, AFI 38-205, AFSP						A			B	–	
4.5.2. Deliberate and Crisis Action Planning TR: Joint Pub 5-0, User's Guide for JOPES, AFDD 2, AFMAN 10-401						A			-	–	
4.5.3. USAF Readiness Community TR: AFMAN 10-401, AFI 10-403, AFI 38-205, AFI 10-217						A			B	–	
4.5.4. Manpower Functional Roles and Responsibilities TR: AFMAN 10-401, AFI 10-403, AFI 38-205						A			B	–	
4.5.5. USAF War Mobilization Plan (WMP) TR: AFMAN 10-401, AFI 10-403						A			B	–	
4.5.6. Manpower Equipment Force Packaging System (MEFPAK) TR: AFMAN 10-401, AFI 10-403						A			B	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.5.7. Global Command and Control System (GCCS)											
4.5.7.1.Joint Operation Planning and Execution System (JOPES) /Automated Data Processing (ADP) TR: CJCSM 3122.01, User's Guide for JOPES, AFMAN 10-401						A			B	–	
4.5.7.2. JOPES Time Phased Force Deployment Data (TPFDD) TR: CJCSM 3122.02A, AFMAN 10-401, AFI 10-403						A			B	–	
4.5.7.3. Deliberate Crisis Action Planning and Execution System (DCAPES) TR: AFMAN 10-401, AFCSM 10-626						A			B	–	
4.5.7.4. MANPER-B TR: AFMAN 10-401, AFI 10-403, AFCSM 10-626						A			B	–	
4.5.7.5. Operations Tasking and Priority (OT&P) TR: AFMAN 10-401, AFI 10-403						A			B	–	
4.5.8. Total Force Assessment TR: AFMAN 10-401, AFI 38-205						B			B	B	
4.5.9. Status of Resources and Training System (SORTS) Report											
4.5.9.1. Designed Operational Capability (DOC) Statement TR: AFI 10-201, AFMAN 10-401, AFI 10-403						A			-	B	
4.5.9.2. Interpreting a DOC Statement TR: AFI 10-201, AFMAN 10-401						B			-	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.5.9.3. Analyzing a DOC Statement TR: AFI 10-201, AFMAN 10-401						–			-	C	
4.5.9.4. Perform UTC/UMD Comparison TR: AFI 10-201, AFMAN 10-401						2b			-	–	
4.5.9.5. UTC/UMD Comparison TR: AFI 10-201, AFMAN 10-401						–			B	–	
4.5.9.6. Identify UTC/UMD Mismatch TR: AFI 10-201, AFMAN 10-401						2b			-	–	
REQUIREMENTS DETERMINATION (Cont'd)											
4.5.9.7. Resolve UTC/UMD Mismatch TR: AFI 10-201, AFMAN 10-401						–			-	2b	
4.5.9.8. UTC/UMD Mismatch Resolution TR: AFI 10-201, AFMAN 10-401						–			B	–	
4.6. Support Agreements TR: AFI 25-201, AFI 38-204						B			B	–	
5. PERFORMANCE MANAGEMENT											
5.1. Principles of Performance Management											
5.1.1. Background, Policy, and Procedures TR: AFSP, AFI 90-1102						B			B	–	
5.1.2. Roles and Responsibilities TR: AFDD 1–1, AFI 90-1102						B			B	–	
5.1.3. Develop Performance Plan TR: AFDD 1–1, AFI 90-1102						b			b	–	
5.1.4. Task Assurance TR: AFSP, AFDD 1–1, AFI 90-1102						B			B	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.1.5. Mission Essential Tasks TR: AFSP, AFDD 1–1, AFI 90-1102						A			B	–	
5.1.6. Facilitation of Performance Measures Development TR: AFDD 1–1, AFMAN 38–208, AFI 90-1102						B			-	–	
5.1.7. Automated Reporting Systems TR: AFI 90-1102						A			B	–	
5.2. PM Linkage to Strategic Planning TR: AFSP, AFDD 1–1, AFPD 90-11						B			B	–	
5.3. Process Improvement Measurement TR: AFMAN 38-208											
5.3.1. Facilitation Principles and Techniques TR: AFMAN 38-208						–			B	–	
5.3.2. Tools and Techniques TR: AFMAN 38-208	*										
5.3.2.1. Use Data Gathering Tools TR: AFMAN 38-208						2b			-	–	
5.3.2.2. Use Data Display Tools TR: AFMAN 38-208						2b			-	–	
5.3.2.3. Use Data Analysis Tools TR: AFMAN 38-208						2b			-	–	
5.3.3. Sampling TR: AFMAN 38-208						A			B	–	
5.3.4. Perform Operational Audit TR: AFMAN 38-208						2b			b	–	
5.3.5. Determine Minimum Manpower Requirement TR: AFMAN 38-208						2b			b	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3.6. Performing Simulation Modeling TR: AFMAN 38-208						A			-	–	
5.3.7. Simulation/Modeling						–			A	–	
5.3.8. Benchmarking TR: AFMAN 38-208						B			-	-	
5.4. Consulting Services TR: AFMAN 38-208						B			-	C	
5.5. Productivity Enhancement Capital Investment											
5.5.1. Fast Payback Capital Investment (FASCAP) TR: AFPD 38–3, AFI 38–301						B			B	–	
5.5.2. Productivity Investment Fund (PIF) TR: AFPD 38–3, AFI 38–301						B			B	–	
5.6. IDEA Program TR: AFPD 38–4, AFI 38–401						A			B	–	
5.7. Legislation and mandates affecting PM (GPRA, APPG) TR: Public Law 103–62, AFSP, AFPD 90–11						A			B	–	
5.8. AF/DoD Awards other than AFI 36-2832 TR: AFPD 36–28, AFI 36–2830, AFI 36–2868; Chief of Staff Team Excellence Guide; Air Force Productivity Excellence Award Guidelines; The President's Quality Award Program (PQAP–1), AFI 38–301, AFI 38–401						A			B	–	
6. WORKCENTER MANAGEMENT AND OFFICE SKILLS TR: AFP 36-2241, AFH 33-337, Manufacturer's Manual											
6.1. Leadership and Supervision						–			-	–	
6.1.1. Mentoring						–			-	–	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.1.2. Counseling						–			-	–	
6.1.3. New Personnel Orientation						–			-	–	
6.1.4. Performance Feedback						–			-	–	
6.1.5. Performance Evaluation						–			-	–	
6.1.6. Work Distribution and Control						–			-	–	
6.1.7. Unit Training						–			-	–	
6.2. Communications and Computer Skills											
6.2.1. Operate Word Processing Program TR: Manufacturer's Manual						2b			-	–	
6.2.2. Operate Spreadsheet Program TR: Manufacturer's Manual						2b			-	–	
6.2.3. Operate Database Program TR: Manufacturer's Manual						2b			-	–	
6.2.4. Operate Presentation Program TR: Manufacturer's Manual						2b			-	–	
6.2.5. Information Technology Programs TR: Manufacturer's Manual						–			-	–	
6.2.6. Typing/Key Board Skills						–			-	–	
6.3. Presentation, Staffing and Coordination											
6.3.1. Prepare Written Correspondence TR: AFP 36-2241, AFH 33-337						2b			-	2b	
6.3.2. Develop Briefing TR: AFP 36-2241, AFH 33-337						2b			-	2b	
6.3.3. Present Briefing Resident TR: AFP 36-2241, AFH 33-337						2b			-	2b	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. OJT Task Certification Documentation				4. Proficiency codes used to indicate training/ information provided by the technical school					
		A	B	C	D	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.3.4. Present Briefing ADL TR: AFP 36-2241, AFH 33-337						–			-	–	
NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.											
NOTE 2: Core tasks are identified with an * in Column 2.											
NOTE 3: All tasks and knowledge items shown with a proficiency code are trained during war time.											

Section B - Course Objective List

4. Course Objectives. These objectives are listed as taught by block of instruction. The objectives and the order in which they are taught are subject to change as a result of course validation and changes to the STS.

4.1. Initial Skills Course:

4.1.1. BLOCK I - INTRODUCTION TO THE MANPOWER CAREER FIELD

1. Using a scenario, conduct brainstorming IAW a locally developed checklist. STS: 5.3.2.1. Meas: PC/W
2. State principles of the Manpower Career Field. STS: 1.1., 1.2., 1.3. Meas: W
3. State basic facts related to the IDEA program. STS: 5.6. Meas: W
4. Using a scenario and a computer, operate a word processing system IAW locally developed checklist. STS: 6.2.1. Meas: PC
5. Using a scenario and a computer, operate presentation program IAW locally developed checklist. STS: 6.2.4. Meas: PC
6. Using a scenario and a computer, operate a spreadsheet program IAW locally developed checklist. STS: 6.2.2. Meas: PC
7. Identify principles and symbols of statistics. STS: 4.1.1.1. Meas: W
8. Using a scenario, compute descriptive statistics IAW locally developed checklist. STS: 4.1.1.2. , 4.1.1.3. Meas: PC/W
9. State principles of the Manpower Data System (MDS) attributes. STS: 3.8.1. Meas: W
10. Using a scenario and a computer, operate MDS IAW locally developed checklist. STS: 3.8.2. Meas: PC
11. Using MDS and a computer, interpret a UMD IAW locally developed checklist. STS: 3.8.3.1. Meas: PC
12. Using a scenario and a computer, operate a data base program IAW locally developed checklist. STS: 6.2.3. Meas: PC

4.1.2. BLOCK II - WORK IDENTIFICATION AND MEASUREMENT

1. State principles related to developing a Man-Hour Availability Factor (MAF). STS: 4.1.5. Meas: W
2. Given a scenario, prepare a Process Oriented Description (POD) IAW a locally developed checklist. STS: 4.1.2.1.3.1. Meas: PC/W
3. State principles related to a Statement of Conditions. STS: 4.1.2.1.3.2. Meas: W
4. Identify procedures related to selecting Potential Workload Factors (PWLF). STS: 4.1.2.1.2.1. Meas: W

5. Using a scenario, perform an operational audit IAW locally developed checklist. STS: 5.3.4. Meas: PC/W
6. State basic facts about work measurement methods. STS: 5.3.3. Meas: W
7. Using a scenario and a computer, develop data analysis tools IAW locally developed checklist. STS: 5.3.2.2., 5.3.2.3. Meas: PC/W
8. Using a scenario, compute minimum manpower requirements IAW a locally developed checklist. STS: 4.1.3.2., 5.3.5. Meas: PC/W
9. State basic facts related to performing simulation modeling. STS: 5.3.6. Meas: W
10. State principles of workshop measurement facilitation. STS: 4.1.2.1.8. Meas: W
11. Identify procedures related to selecting workload measurement methods. STS: 4.1.2.1.2.2. Meas: W
12. State basic facts related to cost comparison. STS: 4.2., 4.3.1., 4.3.2., 4.3.3., 4.3.4., 4.3.5. 4.3.6., 4.3.7., 4.3.8., 4.3.9. Meas: W
13. State principles related to Support Agreements. STS: 4.6. Meas: W

4.1.3. BLOCK III - REQUIREMENTS DETERMINATION

1. Using a scenario and a computer, interpret a scatter diagram IAW a locally developed checklist. STS: 5.3.2.2. Meas: PC/W
2. Using a scenario and a computer, develop a ratio unit equation IAW locally developed checklist. STS: 4.1.3.1. Meas: PC/W
3. Using a scenario and a computer, perform correlation and regression analysis IAW locally developed checklist. STS: 4.1.1.4. Meas: PC/W
4. Using a scenario, select a manpower equation/model, IAW locally developed checklist. STS: 4.1.1.5. Meas: PC/W
5. Using a scenario, develop a manpower table (MANTAB) IAW a locally developed checklist. STS: 4.1.2.1.9. Meas: PC/W
6. State principles related to manpower standard variance development. STS: 4.1.4. Meas: W
7. Using a scenario, apply manpower standards IAW locally developed checklist. STS: 4.1.2.1.7., 4.1.3.2., 4.1.3.3. Meas: PC
8. State principles related to manpower FIN-REP and determinant coordination. STS: 4.1.2.1.6. Meas: W
9. State principles related to requirements determination. STS: 4.1.2.1.1., 4.1.2.1.4. Meas: W

4.1.4. BLOCK IV - MANPOWER PROGRAMMING AND RESOURCE MANAGEMENT

1. State basic facts pertaining to the Air Force Planning, Programming and Budgeting System. STS: 3.1., 3.3. Meas: W
2. State principles related to Program Element Codes (PEC). STS: 3.7.8. Meas: W

3. State basic facts pertaining to Air Force strength ceilings/floors and mandates. STS: 3.7.9., 3.7.10. Meas: W
4. State basic facts related to manpower resources. STS: 3.7.1., 3.7.2., 3.7.3., 3.7.4., 3.7.5., Meas: W
5. Identify the steps involved in evaluating an Authorization Change Request (ACR). STS: 3.8.4.1. Meas: W
6. Using a scenario and a computer, build a manpower project in MDS IAW a locally developed checklist. STS: 3.8.4.2. Meas: PC
7. Using MDS and a computer, interpret a change notice IAW locally developed checklist. STS: 3.8.3.3. Meas: PC
8. State basic facts about national strategy. STS: 4.5.1. Meas: W
9. State basic facts pertaining to contingency manpower planning and execution. STS: 3.7.6., 3.7.7., 4.4.3., 4.4.4., 4.5.2., 4.5.3., 4.5.4., 4.5.5., 4.5.6., 4.5.7.1., 4.5.7.2., 4.5.7.3., 4.5.7.4., 4.5.7.5. Meas: W
10. State basic facts related to a Designed Operational Capability (DOC) Statement. STS: 4.5.10.1. Meas: W
11. State principles about interpreting a DOC Statement. STS: 4.5.10.2. Meas: W
12. Identify steps required to develop a Mission Capability Statement (MISCAP). STS: 4.1.2.2.2. Meas: W
13. Identify steps required to develop a Manpower Force Element List (MFEL). STS: 4.1.2.2.3. Meas: W
14. State principles of Total Force Assessment (TFA). STS: 4.5.8. Meas: W
15. Using a scenario, interpret a Deployment Requirements Manning Document (DRMD) IAW locally developed checklist. STS: 4.4.1. Meas: PC
16. Using a scenario and a computer, perform a UTC/UMD comparison IAW locally developed checklist. STS: 4.5.10.4., 4.5.10.6. Meas: PC

4.1.5. BLOCK V - ORGANIZATION STRUCTURE AND PERFORMANCE MANAGEMENT

1. State principles of Air Force organization. STS: 2.1. Meas: W
2. State principles of Air Force organizational structure. STS: 2.2. Meas: W
3. State principles relating to organizational evaluation. STS: 2.3., 2.4. Meas: W
4. State basic facts related to Performance Management legislation. STS: 5.7. Meas: W
5. State principles related to Performance Management. STS: 5.1.1., 5.1.2., 5.2. Meas: W
6. Determine steps required to develop a performance plan. STS: 5.1.3. Meas: W
7. State principles related to task assurance. STS: 5.1.4. Meas: W
8. State basic facts related to mission essential tasks. STS: 5.1.5. Meas: W

9. State principles related to facilitating performance measure development. STS: 5.1.6. Meas: W
10. State basic facts related to the AF performance management automated reporting system. STS: 5.1.7. Meas: W
11. State principles related to consulting services. STS: 5.4. Meas: W
12. Using a scenario in a workshop measurement facilitation setting, develop data gathering tools IAW a locally developed checklist. STS: 5.3.2.1. Meas: PC
13. State principles of benchmarking. STS: 5.3.8. *B* Meas: W
14. State principles related to Productivity Enhancement Capital Investment (PECI) Programs. STS: 5.5.1., 5.5.2. Meas: W

4.1.6. BLOCK VI - FINAL PROJECT

1. Develop a TO-BE model to determine manpower requirements IAW a locally developed checklist. STS: 3.8.4.2., 4.1.2.1.5., 5.3.2.1., 5.3.2.2., 5.3.2.3. Meas: PC
2. Using a scenario, prepare written correspondence IAW a locally developed checklist. STS: 6.3.1., 6.3.2. Meas: PC
3. Using a scenario, brief a manpower project IAW a locally developed checklist. STS: 6.3.3. Meas: PC

4.2. Advanced Skills Course:

4.2.1. BLOCK I - MANPOWER CORE COMPETENCIES

1. Identify concepts of Air Force organization. STS: 2.4. Meas: W
2. Analyze factors concerning Organization Change Requests (OCR). STS: 2.4. Meas: W
3. State basic facts related to the Planning, Programming, and Budgeting System (PPBS). STS: 3.1. Meas: W
4. State principles of the Program Objective Memorandum (POM) inputs. STS: 3.2. Meas: W
5. State basic facts related to the Future Years Defense Program (FYDP). STS: 3.3. Meas: W
6. State principles of the FYDP allocation process. STS: 3.4. Meas: W
7. State principles of authorization - FYDP comparison. STS: 3.5.1. Meas: W
8. Determine steps required to implement authorization adjustments as a result of the FYDP allocation process. STS: 3.5.2. Meas: W
9. State principles of the Program Element Code. STS: 3.7.8. Meas: W
10. State principles of military grades and skills. STS: 3.7.1. Meas: W
11. Analyze requirements for civilian position management. STS: 3.7.3. Meas: W
12. Determine steps required to apply programming factors. STS: 3.6.1. Meas: W
13. Determine steps required to develop functional estimating equations. STS: 3.6.2. Meas: W

14. Given a scenario, AFCSM 38-142, Vol. 2. and a computer, utilize the Manpower Data System (MDS), IAW a locally developed checklist. STS: 3.8.2. Meas: PC
15. Determine procedures for evaluating a Manpower Project in MDS. STS: 3.8.4.2. Meas: W
16. State principles related to a Designed Operational Capability (DOC) statement. STS: 4.5.10.1. Meas: W
17. Analyze a DOC statement. STS: 4.5.10.3. Meas: W
18. Given a scenario, resolve a UTC/UMD mismatch. STS: 4.5.10.7. Meas: PC
19. State principles related to Total Force Assessment (TFA). STS: 4.5.9. Meas: W
20. Analyze uses of consulting services in the Manpower career field. STS: 5.4. Meas: W

4.2.2. BLOCK II - MANPOWER TOOLS AND RESOURCES

1. Prepare written correspondence IAW a locally developed checklist. STS: 6.3.1. Meas: PC
2. Given a scenario, prepare an out brief, IAW a locally developed checklist. STS: 3.8.2., 4.5.10.7., 6.3.2. Meas: PC

Section C - Support Material

5. NOTE: There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

7. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION	USER
E3ALR3U031 003	Manpower Apprentice	Keesler AFB MS	

8. Extension Course Institute (ECI) Courses

COURSE NUMBER	TITLE	LOCATION	USER
3U051	Manpower Journeyman	Keesler AFB MS	

9. Exportable Courses

COURSE NUMBER	TITLE	LOCATION	USER
E6ACS3U071 000	Manpower Craftsman	Keesler AFB MS	

10. Courses Under Development/Revision

COURSE NUMBER	TITLE	LOCATION	USER

NOTE: Several courses are under development by MAJCOMs and AFMIA. Refer to the AFMIA WebPage for status of course availability.

Section E - MAJCOM Unique Requirements

NOTE: Contact servicing MAJCOM for availability of MAJCOM unique requirements. This area is reserved.